



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE ASSISTANT (TYPING) or OFFICE TECHNICIAN (TYPING)**

**\$1,908 - \$2,465 OR \$2,348 - \$2,855**

**ACCOUNTING SERVICES BUREAU  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under the direct supervision of the Chief, Accounting Services Bureau, this position will provide clerical support to the Accounting staff. Duties will include but are not limited to: processing incoming and outgoing mail, ordering and maintaining office supplies, serving as personnel liaison and entering attendance reports, managing the calendar/scheduling of meetings for the Bureau Chiefs and the Assistant Chiefs, answering and directing phone calls, and tracking the Bureau's work assignments.

### **DESIRABLE QUALIFICATIONS:**

The successful candidate must have good oral and written communication skills; the ability to type at least 40 words per minute; knowledge and experience with Microsoft applications; follow oral and written directions; evaluate situations accurately and take effective action; maintain a professional demeanor; excellent customer services skills; and work as a team member.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Office Assistant (T) or Office Technician (T) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Jovi Balaoro, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Office Assistant (T), #192-1379-XXX" or "Office Technician (T), #192-1139-XXX" on the State application.** For additional information, please call (916) 492-3411.

**FINAL FILING DATE:**      **February 2, 2001 or Until Filled**

**NOTE:**      **Interested individuals, including list eligibles, must submit applications in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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